

## 835 Remittance Advice Instructions for First Time Users

Before you can get your first 835 remittance advice, you need additional software available from the Centers for Medicare and Medicaid Services website. To download this software, please follow the steps below.

1. Go to:  
[www.cms.hhs.gov/AccessToDataApplication/02\\_medicareremiteasyprint.asp](http://www.cms.hhs.gov/AccessToDataApplication/02_medicareremiteasyprint.asp)
2. Scroll down the page to the “Downloads” section. Download and PRINT the following: Medicare Remit Easy Print User Guide. This document is 104 pages; you will need it for future reference.
3. From the “Downloads” list, click on: Medicare Remit Easy Print – Version 1.8
4. On the “File Downloads” dialogue box, click “Open.”
  - a. \*\*Note: If at any time, a “Caution” dialogue box appears, click “Yes.”
5. A “Winzip” dialogue box should appear. Double click on “Medicare Remit...”
6. You should now see a “Setup Wizard.” Click “Next” 3 times.
7. When you receive a message that “Installation is complete”, you may click “Close.”
8. Close all programs and return to your main screen. You should now have an icon on your screen entitled “Easy Print.” The Medicare Easy Print User Guide will show you how to import your HIPAA 835 files.